

## What Are the Different Types of Advisory Committees?

Here are some common types:

### Administrative Advisory Committee

The administrative advisory committee is organized for the specific purpose of improving lines of communication between area career centers and those surrounding schools sending students to the area career center. This committee usually has input on schedules, calendars, new programs, transportation, and other items that are necessary for the administrative body to consider. The recommendations from this committee are advisory in nature, and final policy is approved by the administration and the Board of Education.

### General Advisory Committee

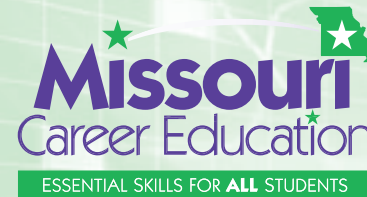
The general advisory committee is appointed for the specific purpose of advising career education administrators on the maintenance, extension, and improvement of total career education programming in the area.

The committee's primary function is to provide input on planning, placement, and public relations. In fulfilling these responsibilities, the committee members

help to maintain quality, articulated career education and help strengthen support from the community.

### Program Advisory Committee

The program advisory committee works at the individual program level and is concerned with matters such as curriculum content, equipment, facilities, and placement of graduates. Members should represent each occupational area that is served by the program.



### *For more information, contact:*

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# Advisory Committees

## A Partnership Between Industry and Education



**You Can Make a Difference!**

## What is an Advisory Committee?

An advisory committee is a group of persons selected to collectively provide recommendations and advice regarding career education and/or workforce development at the secondary, postsecondary, and adult levels. Members are predominantly from outside the field of education and are selected because of their expertise and experience in business, industry, and labor. Their purpose is to collectively act as consultants and provide service to schools, students, and educators regarding current job skills, employment trends, program delivery needs, and the relevancy of the program's curriculum.

## Why are Advisory Committees So Important?

Advisory committees strengthen collaboration between those responsible for career education programs and the communities they serve. The dialogue between advisory committee members and career education educators fosters shared responsibility for preparing students for a place in the workforce and in society.

Career education programs should be tailored to meet the workforce development needs of the community and the needs and interests of the individual students.



## What are the Expectations of Committee Members?

- Attend advisory committee meetings
- Advise on goals of the career education program
- Advise on performance standards for student achievement
- Assist with program evaluation
- Assist with short-term and long-term strategic planning
- Advise on curriculum, equipment, and facilities
- Assist with public relations activities
- Assist with student recognition
- Advocate for the program
- Provide work-based learning experiences as well as work-site transition experiences
- Assist with career and technical student organization activities

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## How Long Do Committee Members Serve?

Individuals who serve on advisory committees typically have full-time jobs and busy schedules. Plan to devote sufficient time for participation in committee activities to provide the needed input to be effective.

Usually, the length of the commitment is one to three years, although that may vary. Terms are usually staggered with one-third of the membership being replaced each year.